**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP AMENDMENT # 1 AND**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | RFP# 202502024 Independent Reviewer |
| **RFP ISSUED BY:** | Department of Health and Human Services, Office of Behavioral Health |
| **SUBMITTED QUESTIONS DUE DATE:** | February 26, 2025, no later than 11:59 p.m., local time |
| **AMENDMENT AND QUESTION & ANSWER SUMMARY ISSUED:** | March 7, 2025 |
| **PROPOSALS DUE DATE:** | March 17, 2025, no later than 11:59 p.m., local time |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |
| **Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.** | |
| **DESCRIPTION OF CHANGES IN RFP:**   1. Part IV, Section I, 3. language is revised. | |
| **REVISED LANGUAGE IN RFP:**   1. *Part IV, Section I, 3. language is amended to read:*    1. **Eligibility Requirements**   Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, B. of the RFP. This documentation includes:   1. **Appendix C** (Eligibility to Submit a Bid) | |

**Provided below are submitted written questions received and the Department’s answer.**

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| **1** | **RFP Section & Page Number** | **Question** |
| N/A | The settlement agreement indicates that the budget for this work will be less than $900,000 total for three years.  Is this the dollar amount available for this work? |
| **Answer** | |
| Yes. | |

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| **2** | **RFP Section & Page Number** | **Question** |
| N/A | Is the $900,000 allocated inclusive of indirects or can indirects be charged in addition? |
| **Answer** | |
| The $900,000 is inclusive of all costs associated with the services outline in the RFP. | |

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| **3** | **RFP Section & Page Number** | **Question** |
| N/A | Does the state have a capped indirect rate for vendors, and if so, what is the allowable rate? |
| **Answer** | |
| No, the State does not have a capped indirect rate. The Department’s agreement must comply with 2 CFR 200. Bidders may:   1. Use their Federal indirect rate (if an approved Federal rate, this must be used) 2. Use the 15% de minimis with modified total direct costs as their allocation base 3. Use the CS Budget Forms 4B, 4A, and 4 to calculate their rate (The CS Budget Form may be obtained at the Department’s Contract Management, [Contract Documents webpage](https://www.maine.gov/dhhs/about/financial-management/contract-management/contract-documents).)   Additional information on classification of costs is provided at 2 CFR 200.412, 200.413, and 200.414. | |

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| **4** | **RFP Section & Page Number** | **Question** |
| Part II, F.  Page 13 | The RFP indicates that the lead individual will work no less than 0.5 FTE. Can this role be shared by 2 individuals? |
| **Answer** | |
| No. There must be at least one lead individual with no less than 0.5 FTE. | |

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| **5** | **RFP Section & Page Number** | **Question** |
| Part II, B.3.d.ii. Page 13 | Can the Office of Behavioral Health provide a point in time snapshot of the number and age distribution of children who have active ISPs? |
| **Answer** | |
| Not at this time. The Office of Behavioral Health will work with the awarded Bidder to ensure that all necessary information is available during the contract period. | |

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| **6** | **RFP Section & Page Number** | **Question** |
| N/A | Can the Office of Behavioral Health quantify the number and locality of Behavioral Health Home Organizations that have been approved by MaineCare? (Please refer to 10-144 Chapter 101, MaineCare Benefits Manual, Section 92.02-1, p. 1.) |
| **Answer** | |
| Refer to the [MaineCare Behavioral Health Home Organizations report December 2024 webpage](https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/inline-files/WebsiteBHH%20listing_2024.12.18.pdf). | |

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| **7** | **RFP Section & Page Number** | **Question** |
| N/A | Can the Office of Behavioral Health provide a set of templates for the Level of Care Utilization System (LOCUS) suite of instruments that are used during a Single Assessment? (Please refer to the Settlement Agreement, III-A-2-I, p. 6). |
| **Answer** | |
| No. However a general reference to LOCUS is available at the American Association of Community Psychiatry, [Level of Care Utilization System for Psychiatric and Addiction Services + Child and Adolescent Level of Care Utilization System webpage](https://www.communitypsychiatry.org/locus). | |

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| **8** | **RFP Section & Page Number** | **Question** |
| N/A | Can the Office of Behavioral Health quantify the number and locality of primary care practices that have been approved by MaineCare as Health Home Practices? (Please refer to 10-144 Chapter 101, MaineCare Benefits Manual, Section 92.02-2, p. 9.) |
| **Answer** | |
| Refer to the Office of MaineCare [Health Homes webpage](https://www.maine.gov/dhhs/oms/providers/value-based-purchasing/health-homes). | |

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| **9** | **RFP Section & Page Number** | **Question** |
| N/A | Can the Office of Behavioral Health quantify the annual number of individual calls that were made to the crisis hotline requesting crisis services for Children during 2022-2024? (Please refer to the Settlement Agreement, Appendix B, A-1, p. 40.) |
| **Answer** | |
| The total number of individuals calls to the crisis hotline that resulted in crisis service delivery for children between 2022-2024 is 141,135. | |

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| **10** | **RFP Section & Page Number** | **Question** |
| Part II  Page 11 | How many individuals are covered under the settlement agreement? |
| **Answer** | |
| This number is subject to change over time as outlined in the Settlement Agreement, but will likely be on the order of 300-500 youth at any given time. | |

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| **11** | **RFP Section & Page Number** | **Question** |
| Terms and Definitions Page 5 | Where are the currently known Out-of-Home Placements located? |
| **Answer** | |
| Out-of-Home Placements include residential facilities and hospitals, in- and out-of-state. Information on Maine’s children’s residential treatment facilities is available at the State of Maine [Children’s Residential Care Facility (CRCF) Grid](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.maine.gov%2Fdhhs%2Fsites%2Fmaine.gov.dhhs%2Ffiles%2Finline-files%2FCRCF%2520grid%25202-10-25.docx&wdOrigin=BROWSELINK). Additionally, Maine children are currently receiving treatment services in New Hampshire, Massachusetts, Connecticut, Tennessee, Arkansas, Georgia, Missouri, and Florida. | |

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| **12** | **RFP Section & Page Number** | **Question** |
| Terms and Definitions Page 5 | Would the Independent Reviewer be expected to travel to any Out-of-Home Placements which are located out-of-State for inspections or in-person interviews? |
| **Answer** | |
| It is at the Bidder’s discretion to propose how inspections and interviews will be conducted for Out-of-Home Placements which are out-of-State, as allowed under the Agreement. | |

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| **13** | **RFP Section & Page Number** | **Question** |
| Part II, B.3.d.i. Page 12 | Can “interviews with families, children, school administrators, providers, natural supports, care coordinators, stakeholders and relevant state staff” be conducted virtually? |
| **Answer** | |
| It is at the Bidder’s discretion. | |

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| **14** | **RFP Section & Page Number** | **Question** |
| Part I, C  Page 10 | Can the department confirm the budget for the Independent Reviewer is $900,000 for the initial period of performance as listed on page 28 of the Settlement Agreement? |
| **Answer** | |
| Per the Settlement Agreement, the available budget is $900,000 for the initial period of performance. | |

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| **15** | **RFP Section & Page Number** | **Question** |
| Part I, Purpose and Background Page 8 | For on-site inspection of children’s residences and programs, how often will the inspections occur? |
| **Answer** | |
| Bidders should propose how often on-site inspections of children’s residence and program will occur. | |

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| **16** | **RFP Section & Page Number** | **Question** |
| Part I, Purpose and Background Page 8 | Can the State confirm if there is a pre-determined number of on-site visits? |
| **Answer** | |
| There is not a pre-determined number of on-site visits. Bidders should propose the number of on-site visits that will be conducted. | |

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| **17** | **RFP Section & Page Number** | **Question** |
| N/A | What is the estimated award date? |
| **Answer** | |
| The Department anticipates a conditional award will be made by late April 2025. | |

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| **18** | **RFP Section & Page Number** | **Question** |
| N/A | With respect to the time between when questions are submitted and when the State will provide responses, would the State consider extending the proposal response due date to allow bidders to appropriately address any changes that may be needed? |
| **Answer** | |
| No. | |

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| **19** | **RFP Section & Page Number** | **Question** |
| Part II, F.  Page 13 | Can the department confirm if the Independent Reviewer/lead individual must be an employee (W2) of the bidder, and that the bidder can supplement the lead with subcontractors/consultants? |
| **Answer** | |
| It is at the Bidder’s discretion. | |

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| **20** | **RFP Section & Page Number** | **Question** |
| Part II, F.  Page 13 | Can the department confirm if the bidder can use a subcontractor for the lead individual role? |
| **Answer** | |
| It is at the Bidder’s discretion. | |

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| **21** | **RFP Section & Page Number** | **Question** |
| Part I, A.6.  Page 9 | For all forms requiring signature, will the department accept an electronic signature in lieu of a wet signature? |
| **Answer** | |
| The Department accepts electronic signatures from DocuSign or Adobe Sign. | |

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| **22** | **RFP Section & Page Number** | **Question** |
| Part II, A.  Page 11 | Can the department confirm the preference for how reporting is to be provided (e.g., Word, PDF)? |
| **Answer** | |
| It is at the Bidder’s discretion. | |

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| **23** | **RFP Section & Page Number** | **Question** |
| Part II, B.  Page 12 | Appendix G, “Response to Proposed Services,” states for the bidder to describe: “Detailed review of relevant documents, records and data (including Individualized Service Plans (ISPs)) collected by the State and behavioral health service providers.”  Will the documents/records/data be provided in-person or electronically? |
| **Answer** | |
| Documents can be provided electronically via secure methods, or in-person. | |

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| **24** | **RFP Section & Page Number** | **Question** |
| Part VI, B. Page 25 | Is there a preferred method for invoicing (e.g., a flat monthly fee requirement, billing by time/expense, all-inclusive rate per person)? |
| **Answer** | |
| Billing by time and expense. | |

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| **25** | **RFP Section & Page Number** | **Question** |
| Part IV, Section I, 3.  Page 18 | The RFP states “Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP.”  Please confirm if this should reference PART I, B. "Eligibility to Submit a Bid" on Page 9. |
| **Answer** | |
| Correct, refer to the amended language at the beginning of this document. | |

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| **26** | **RFP Section & Page Number** | **Question** |
| Part II, H.1.  Page 14 | The RFP states the awarded bidder must “1. Obtain and maintain insurance as outlined in the State of Maine IT-Service Contract, under Rider B-IT, Section 19. Insurance Requirements.”  Please confirm if there are any additional insurance requirements the awarded bidder must obtain and maintain. |
| **Answer** | |
| The Insurance Requirements outlined in the State of Maine IT-Service Contract are the State’s minimum requirements for insurance. Bidders should consult with their insurance agency to determine any additional and appropriate levels of insurance. | |

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| **27** | **RFP Section & Page Number** | **Question** |
| Part II, G.1.  Page 13 | Can you clarify the Monitor’s role in providing the Technical Assistance referred to in Item G.1 page 13?  Is it to provide systemic recommendations if the 10% is not met or is it to directly support the state on the implementation of recommendations to meet the benchmark? |
| **Answer** | |
| The Independent Reviewer’s technical assistance role will be advisory (e.g., the Independent Reviewer may recommend specific actions to ensure Informed Choice), but will not require the Independent Reviewer to implement the technical assistance (e.g., the Independent Reviewer will not be required to train State staff on how to provide Informed Choice). | |

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| **28** | **RFP Section & Page Number** | **Question** |
| Part II, G.2.  Page 14 | Can you clarify the Monitor’s role for providing the technical assistance referred to in item G.2 page 14? For example, for Item “c,” Training Policy and Curricula, is the monitor expected to develop and deliver such training? |
| **Answer** | |
| The Independent Reviewer’s technical assistance role will be advisory (e.g., the Independent Reviewer may recommend specific types of training for staff), but will not require the Independent Reviewer to implement the technical assistance (e.g., the Independent Reviewer will not develop and provide the training to staff). | |